

CORRECTED ZONE/NOMINATING COMMITTEE MINUTES - 9/24/92

Meeting was called to order at 9:10 AM.

Mel Goldstein made a request for the Zone Representatives to put their zone meet schedules on the data disks he provided to facilitate a compiling of a nationwide meet schedule listing. He asked that the representatives send the disks to him by October 30 with quarterly updates, keeping in mind the publication dates of Swim Magazine. Zone Representatives should send a stamped self-addressed envelope to receive a copy of the schedule.

Reports were given by each Zone Representative. They discussed their policies and procedures concerning newsletters, zone championship meets, zone records and how to facilitate communication between the zone chairs, LMSC officers and clubs.

Kathy Casey expressed concerns over committee selections and the need for clarification on committee assignment policies. The committee expressed dissatisfaction that they were not informed that election as Zone Representative would remove them from committee assignments.

Betsy Durrant distributed forms for each Zone Representative to list meets which they wish to have listed in the USMS planner. She also reminded everyone to return their roll sheets and committee reports to Mel Goldstein as soon after their meeting as possible. Budget requests for next year were presented for approval.

Todd Samland mentioned that a zone meeting after the individual zone meetings would be helpful. It was suggested that the committee meet briefly during the House of Delegates roll call in order to determine if there was a need for a lunch meeting.

On behalf of the marketing committee, Jim Wheeler presented a price list for inserting newsletter supplements into Swim Magazine. He mentioned that some LMSC's were already using this option and that other LMSC's or zone may wish to investigate this also. The material must be camera ready and sent in 6 weeks before publication.

Scott Rabalais asked about zone meet surcharges and was referred to Suzanne Rague for information.

Gene Donner suggested the Ransom Arthur Committee be disbanded and the Nominating Committee be used to select the award winner. This was discussed but no recommendation was made.

After a break, the committee moved into discussion of the nominating process.

The possibility of having a "Meet the Candidates" meeting or social as a method for delegates to speak to candidates was discussed.

The General Nominating Guidelines which were presented and approved last year were discussed. It was decided to revise the document by adding "A candidate may be nominated for more than one position, but may not be slated to more than one." The consent to run form was revised to add space for the candidate to list references and to indicate which position he is interested in if he is nominated for more than one position.

The timeline for the nomination process was discussed. February 28 is the deadline for receiving nominations. consent to run forms will then be sent to candidates and must be returned by March 21. Evaluation forms will then be sent to selected LMSC officers and committee members. The April 15 date for returning these evaluations and endorsements was changed to April 20. A target date of June 1 for Zone Representatives to return their evaluation report back to Betsy was added.

It was decided to consult the Zone Representatives concerning to whom to send candidate evaluation forms. The method for each Zone Representative to get input from their zone members was also discussed. Suggestions were made as to methods for polling members. Each Zone Representative will use his discretion as to how best to get the information.

It was decided that after the evaluation forms for each candidate are received, Betsy will send copies to the Zone Representatives for their evaluation and input from their zones. They will then report back their evaluation to Betsy. She will then compile the results and report the results of the Zone Representative evaluations to the committee for further discussion. After this, the committee will decide upon the slate to be presented. The target date for the presentation of the slate to the Executive Secretary is July 15, 1993.

The meeting was adjourned at 12:55 pm.

Minutes submitted by Kris Wingenroth.

Members present: Betsy Durrant, Chairman; Todd Samland, Kathy Casey, Tom Lyndon, Scott Rabalais, Steve Schofield, Jim Wheeler, Kris Wingenroth. Babs Larsen was representing the Great Lakes zone in place of Dave Brown who has resigned his position.

GENERAL NOMINATING GUIDELINES

Anyone currently serving on the Zone Committee who is nominated for a National office or is related to someone nominated for a National office shall not participate in an Nominating Committee activity. The affected Zone shall appoint a temporary replacement to fulfill the Nominating Committee duties.

GUIDELINES FOR NOMINATION AND ELECTION OF NATIONAL OFFICERS

A request for nominations shall be announced at the Convention and printed in the USMS newsletter published immediately following the Convention.

Nominations shall be sent to the Nominating Committee Chairman no later than the last day of February in the election year.

Upon receipt of a nomination, the Nominating Committee Chairman shall send a consent-to-run form and a questionnaire to the nominee. These are to be completed and returned with a resume by March 21. The resume shall be a one-page (8 1/2 X 11) summary of the nominee's qualifications.

For each nominee that consents to run, a request for evaluation and endorsement will be sent to the LMSC in which the nominee is registered as well as to the members of any committee on which the nominee has served. This is to be returned by April 20.

All completed questionnaires and endorsements will be copied and sent to each Nominating Committee member by May 1.

The Nominating Committee will gather input from all of their delegates and LMSCs.

The Nominating committee chairman shall send the list of selected nominees to the USMS Executive Secretary and to all nominees who consented to run by July 15.

Nominations will be accepted from the floor of the House of Delegates before the end of the first session (usually Friday night). Prior to nomination, the written consent of the nominee must be submitted to the Zone Chairman. Each nomination requires a delegate nominator (who will be allowed two minutes to speak) and a delegate seconder (who will be allowed one minute to speak). After nominations are closed, each nominee may speak to the House of Delegates for two minutes. A candidate may be nominated for more than one position, but may not be slated for more than one.

Any candidate nominated from the floor may submit a one-page (8 1/2 X 11) resume which will be duplicated and distributed to the House of Delegates to allow time for review prior to the election.

The election of the officers shall be conducted during the

afternoon of the next day's session of the House of Delegates (usually Saturday). The nominating committee will prepare ballots, conduct the election process, and clarify the results.

Election shall be by majority vote of the delegates voting. If there is not a clear majority for any candidate, the top two candidates will be retained and a second vote will be taken.

GUIDELINES FOR QUALIFICATIONS FOR NOMINEES FOR ALL OFFICERS, ZONE CHAIRMAN, AND ZONE REPRESENTATIVES

GENERAL

Nominees should have the endorsement of their LMSC.

Nominees should have experience attending at least one previous convention. They should attend the current convention and should plan to attend all conventions during their tenure.

USMS OFFICERS

Nominees should have additional experience attending conventions.

Nominees should have chaired or been extremely active on at least one National Committee.

CAMPAIGN POLICY FOR USMS OFFICER POSITIONS

The one-page resume requested earlier from each nominee will be sent to each delegate in the pre-convention packet.

No mailings may be sent to the delegates on behalf of a nominee.

No signs or stickers may be posted or distributed on behalf of a nominee.

USMS ELECTION SCHEDULE

September, 1992. Explanation of nomination process and call for nominations made at the convention.

November/December. Call for nominations published in SWIM magazine.

February 28, 1993. All nominations received by the Nominating Chairman.

First week of March. Chairman will send list of those nominated to Nominating Committee members.

March 21, 1993. Consent-to-run forms, questionnaires, and one-page resume returned to Nominating Chairman. (These will be sent to the nominees as the nominations are received.)

First week of April. Copies of Consent-to-run forms, questionnaires from nominees, and resumes from nominees sent to Nominating Committee members.

April 20, 1993. Evaluations and endorsements from LMSCs and committees due back to Nominating Chairman.

May 1, 1993. Copies of all questionnaires and endorsements sent to each member of the Nominating Committee.

May. The Nominating Committee will gather input from their delegates and LMSCs and will communicate with each other.

June 1, 1993. Nominating Chairman receives evaluation of each nominee from each member of Nominating Committee.

July 15, 1993. The slate will be sent to the Executive Secretary and copies to all nominees who consented to run.

August, 1993. The one-page resume from each candidate on the slate will be included in the pre-convention packet sent to each delegate.

September, 1993. Nominations will be accepted from the floor of the House of Delegates at the Friday night session. Any candidate nominated from the floor may submit a one-page resume which will be duplicated and distributed to the House of Delegates prior to the election. The election will be conducted during the afternoon session of the House of Delegates on Saturday.

Dear _____:

You have been nominated for the office of USMS _____.

Please answer the following questions to help us in developing a slate of candidates.

1. Are you interested in this position? _____
If so, why? If not, stop here and return this form.

2. What would be your goals as a USMS officer?

3. Why do you believe you would be a good candidate for this position?

Please develop a one-page resume (8 1/2 X 11) listing your qualifications for the office you are seeking as well as your experience at all levels in USMS. The resume will be used by the Nominating Committee. In addition, the resumes of those selected as nominees will be sent to all members of the House of Delegates in the pre-convention materials. Campaign guidelines are enclosed.

Your LMSC will be asked to endorse your candidacy. Members of the committee(s) that you serve on will be asked to complete an evaluation. List here two additional people that you would like us to ask to complete an evaluation:

1. _____ 2. _____

Please return the sheet as soon as possible (no later than March 21, 1993). Send the resume by March 21. Send to:

Betsy Durrant, Nominating Chairman
211 66th Street
Virginia Beach, VA 23451

Thank you.

The Nominating Committee

If you have been nominated for more than one office, what is your preference?

(You may comment on the back.)

LMSC/COMMITTEE EVALUATION OF NOMINEE FOR USMS OFFICER

CANDIDATE: _____

POSITION: _____

EVALUATOR: _____

LMSC OR COMMITTEE: _____

For LMSCs only. Will your LMSC endorse this candidate for this position? Yes ____ No ____

For each attribute circle the level that applies to the nominee. If you feel that you do not have the knowledge of the nominee about an attribute, circle the NA.

	Not Applicable	Low 1	2	3	4	High 5
1. Has been active at the National level.	NA	1	2	3	4	5
2. Has been active at the local level.	NA	1	2	3	4	5
3. Has demonstrated a working knowledge of USMS policies and practices.	NA	1	2	3	4	5
4. Takes initiative, independently originates or develops ideas.	NA	1	2	3	4	5
5. Interacts effectively with others.	NA	1	2	3	4	5
6. Understands and deals effectively with individual differences.	NA	1	2	3	4	5
7. Uses tact and diplomacy in getting agreement in difficult situations.	NA	1	2	3	4	5
8. Listens to others and accepts their expertise.	NA	1	2	3	4	5
9. Expresses self in an organized, understandable, and concise manner.	NA	1	2	3	4	5
10. Perceives communications from others appropriately.	NA	1	2	3	4	5
11. Communicates regularly and effectively with others in LMSC/Committees.	NA	1	2	3	4	5
12. Plans and organizes activities effectively.	NA	1	2	3	4	5
13. Completes assignments promptly.	NA	1	2	3	4	5
14. Sets and accomplishes objectives effectively.	NA	1	2	3	4	5
15. Delegates and shares duties.	NA	1	2	3	4	5
16. Is dependable.	NA	1	2	3	4	5
17. Retains composure during a crisis.	NA	1	2	3	4	5
18. Demonstrates enthusiasm, drive and energy.	NA	1	2	3	4	5
19. Demonstrates flexibility.	NA	1	2	3	4	5
20. Demonstrates leadership ability.	NA	1	2	3	4	5

GENERAL COMMENTS ABOUT THIS CANDIDATE:

Please return this form by as soon as possible, but no later than April 20, 1993. Send to:

Betsy Durrant
211 66th Street
Virginia Beach, VA 23451

Thank you.

The Nominating Committee

OTHER

I think we have a great committee. I enjoyed our meeting at convention and feel like we got a lot done. Skip Thompson, of Michigan, is the new Great Lakes Zone Representative. Please include him on your mailing list. His address:

Skip Thompson
2660 Littletell Ave
West Bloomfield, MI 48033

In addition to USMS officer elections at the next convention, zone will elect Zone Representatives and Zone Representatives will elect a Zone Chairman. I will include more about that in another letter. Right now I want to get the nominating process rolling. I will make sure the meeting schedule allows for Zone Reps to meet sometime on Saturday, after Zone meetings, to elect the Zone Chair.

Remember, send me corrections/suggestions for election forms by November 7!

Thanks for all your hard work.

Betsy

UNITED STATES MASTERS SWIMMING CONVENTION

SEPTEMBER 23 - 27, 1992

MINNAPOLIS, MINNESOTA

COMMITTEE Zone

CHAIRMAN Betsy Durrant RECORDER Kris Wingenroth

VOTING MEMBERS PRESENT:

Scott Rabalais, Todd Samland, Jim Wheeler,
Tom Lynden, Kathy Casey, Kris Wingenroth,
Steve Schofield, Bales Larsen for Dave Benon

NON-VOTING MEMBERS, VOICE AT OPTION OF THE CHAIRMAN

Gene Dornan

Bobbi Turcott

? forgot to pass roll.

Please attach a copy of the Minutes of your meeting to this form and return it as soon as possible to Mel Goldstein, USMS Secretary. It must be handed in BEFORE you leave the Convention.

All Committee actions require approval of the House of Delegates. Any such actions MUST be handed to Mel Goldstein PRIOR to the House of Delegates meeting.